



Los Angeles County  
Department of Regional Planning

*Planning for the Challenges Ahead*



## HOW TO PREPARE AN OWNERSHIP RADIUS MAP

**Purpose:** An Ownership Radius Map is required for all discretionary (“public hearing”) approval projects and some ministerial (“over the counter”) projects. These projects require that all property owners and tenants be notified prior to any action taken by the Department of Regional Planning. There is a notification boundary that is drawn around the subject property, which is determined by a specific radius of distance.

**Instructions:** An Ownership Radius Map must depict all parcels within a *500-foot radius* of the subject property boundaries. However, this radius extends to *1000 feet* for all projects located within the 5<sup>th</sup> Supervisorial District, as well as those projects located within the areas of Avocado Heights, Workman Mill and South San Gabriel.

**Map Requirements:** The radius map must meet all of the following standards:

- 1) Drawn to a scale of no greater than 1”= 100’. Text and lot dimensions on the map must be clear and readable.
- 2) Must depict all parcels within the radius on one contiguous map sheet. If the radius area cannot fit on one large sheet, multiple map sheets **MUST** be permanently attached together to show the full extent of the radius. Do not submit the radius map in “booklet” or “portfolio” format.
- 3) All individual parcels must be numbered to correspond to the mailing labels (see No. 14 below).
- 4) All streets, highways, alleys and rights-of-way must be depicted.
- 5) All tract and lot numbers must be shown, as listed on the current assessor’s map.
- 6) The subject property must be clearly outlined and identified on the radius map.
- 7) The radius distance line(s) must be traced from the boundary edges of the subject property, and the radius distance must be shown on the line. If the property boundary is irregularly-shaped, the radius area must conform to the shape of the subject property.
- 8) The radius map must include a legend to identify map features, and must also include a North arrow.
- 9) The total number of parcels within the radius boundary must be listed in the “Notes” section of the radius map.
- 10) The legal description must be stated on the radius map.
- 11) The project permit number (and tentative tract or parcel map number if applicable) must be listed on the radius map.
- 12) The name, address and phone number of the owner, applicant and map preparer must be listed on the radius map.
- 13) The radius map must include the date it was prepared.
- 14) **Other Materials:** Prior to submittal, two sets of self-adhesive labels are to be included with the radius map, along with one photocopy of the labels, indicating the name and address of each owner and/or tenant within the identified radius, numbered to correspond to the parcels shown on the ownership map. A signed and dated affidavit must also accompany the radius map.

**END OF INSTRUCTIONS.**